

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: February 19, 2016

RE: **Town Administrator's Report**
February 6, 2016 through February 19, 2016

1. **Accomplished/completed** the following:

- Kristian and I finished a walk-through of the Winter Transportation and Fire Hall buildings to gather information for the Capital Improvement Plan. There is definite deferred maintenance in the Fire Hall building that Kristian intends to address.
- I followed up with Midland on the propane contract after the 2/9 Town Board meeting, and they accepted the contract as written. So there will be no addendum or increase to this contract.

2. **Coming up/Working On**

- I am still working on the policy for cost of living and merit pay increases for Town employees.
- Kristian and I will put together a draft policy/procedure for Business permits at the Big Bay Town Park to be reviewed the Town Board.
- Because we have started on the Capital Improvement Plan information gathering, I have drafted the associated policies/procedures. Barb will be reviewing them before they are brought to you for discussion and approval

3. **Town Board Agenda – More Information/Comments**

- **The Wisconsin Deferred Compensation (WDC) Program** – This is a supplemental retirement savings program which is no cost to the Town. It is available to all State and University of Wisconsin employees, as well as employees of local governments and school districts in Wisconsin that have elected to offer the WDC. The WDC provides eligible employees with the opportunity to invest a portion of their annual earnings on a before- or after-tax basis to supplement retirement income. You can make either before-tax or after-tax Roth contributions and there is currently no minimum per-pay-period contribution required of a participant. I have discussed this with a number of Town employees/volunteers and there is interest in making this available to them. If you want to move forward with offering this employee benefit, a resolution will be introduced at the 3/8 Town Board meeting.
- **Dock Lease with Nelson Construction** – The lease was reformatted and rewritten to include the same boilerplate language as other leases and contracts that have recently been in front of you based on review by the Town Attorney. Other changes include moving from a yearly increase according to the Consumer Price Index (CPI) to a straight 3%/year. This is consistent with the MIFL lease.

- **Posting Boards** – You will be asked to consider Resolution 2016-0223 which officially designated the three posting locations.
- **Personnel Policy, Continuing Education** – Attached you will find the proposed policy for employee/volunteer travel. While we have ironed out some additional issues (students), I anticipate there may be additional tweaks needed as we test this out. I request that we adopt attached Personnel policy changes effective January 1, 2016.

4. **Follow Up on Previous/Ongoing Projects**

- **Big Bay Town Park Reservation System** – Treasurer Carol Neubauer reported to me that we have been accepted as a client of Jet Pay to process our payments for Big Bay Town Park. Please see her memo regarding this and the Big Bay Town Park payments.

5. **Grant Report**

- Nothing to report.

6. **Lawsuits/Legal Issues**

- **Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc** – The schedule for individual depositions was provided to you. We will also be provided a schedule for Attorney telephone calls to prepare each of us for our deposition in the near future – I will distribute that information when I receive it.
- **Notice of Circumstances of Claim and Claim and Notice of Claim: Craftivity Inc./Madeline Island School of the Arts** – Craftivity/MISA submitted a land use permit application for a change of use to the granary building. The Town Plan Commission reviewed the application at their meeting on February 17, 2016 and requested additional information from MISA. The application will be heard again at a special TPC meeting to be held on 2/24 if the information requested from MISA is received, or will be heard at the regular TPC meeting schedule for March 2.

7. **Comments/Other Information**

- You will be asked to approve the posting for a half-time Zoning Administrator at the 3/8 Town Board meeting.
- Attached is a calendar of vacations/out of office for Town Hall staff in March for your information. Please let me know if you have any questions.

Cc: Department Heads
Micaela
Waggie